Department for the Economy
An Roinn Geilleagair
www.economy-ni.gov.uk

Privacy Notice

Data Controller Name: Department for the Economy
Address: Adelaide House
30/49/Adelaide Street
Belfast
BT2 8FD
Telephone: (028) 9052 9900
Email: FOI@economy-ni.gov.uk for FOI or EIR requests
DPO@economy-ni.gov.uk for Subject Access Requests

Why are you processing my personal information?
We process your personal information in order to answer requests for information made under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, and to answer Subject Access Requests under the Data Protection Act 2018.
We process this data under our public task to comply with the requirements of the Freedom of Information Act 2000, the Environmental Information Regulations 2004, and the Data Protection Act 2018.

Where we process special category data we do so under Article 9 2(g) of the UK GDPR (Reasons of substantial public interest - with a basis in law); and DPA 2018 Schedule 1, Part 2, paragraph 6 (statutory and government purposes).

What categories of personal data are you processing?
The information we process includes your name, email address, home address and telephone number along with any personal details you provide us with as part of your request, this may include special category data.

Where do you get my personal data from?
We get your personal data from you when you submit a request for information.

Do you share my personal data with anyone else?
Your personal data is shared within the Department so that your request can be answered. It may be shared with the Department's legal advisers in order to obtain advice regarding your request. Your personal data may be shared with the Information Commissioner's Office in relation to any complaint made to the Commissioner.

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Do you transfer my personal data to other countries?
No.

How long do you keep my personal data?
We will only retain your data for as long as necessary to process requests for information and any subsequent reviews made under the Freedom of Information Act 2000, the Environmental Information Regulations 2004, and Data Protection Act 2018 in line with the Department's Retention and Disposal Schedule. Your data will be retained for a maximum of 5 years.

(If you use automated decision making or profiling) How do you use my personal data to make decisions about me?
Not applicable

What rights do I have?

- You have the right to obtain confirmation that your data is being processed, and access to your personal data
- You are entitled to have personal data rectified if it is inaccurate or incomplete
- You have the right to 'block' or suppress processing of personal data, in specific circumstances
- You have the right to object to the processing, in specific circumstances

How do I complain if I am not happy?
If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact the Department's Data Protection Officer at:

Data Protection Officer Name: Bernard McCaughan
Email: **DPO@economy-ni.gov.uk**
Telephone number: (028) 9052 9256

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113
Email: casework@ico.org.uk

https://ico.org.uk/global/contact-us/